



**Vacancy Announcement**  
**Temporary Administrative Support Clerk**  
**U.S. District Court, District of Oregon**  
**Eugene Division**  
**Vacancy Number ORD-20-13**  
**Closing Date: Open Until Filled**

**THE POSITION**

The Clerk's Office of the United States District Court for the District of Oregon is now accepting applications for the position of Temporary Administrative Support Clerk in the Eugene Division. This position provides office assistance in accordance with approved internal procedures and policies. The duties consist of administrative and technical assistance to ensure smooth and efficient operations in the office. This is a temporary position subject to the availability of funding. More than one position may be filled.

**Representative Duties:** Responsibilities of this position may include but are not limited to the following:

- Assists departments with scanning, copying, filing, stamping, and locating files and documents.
- Provides administrative assistance to managers, supervisors, and other staff, as required.
- Utilizes personal computer and programs to send email, obtain and input data, produce documents, and scan, upload, and route documents.
- Sorts, classifies, and scans appropriate documents from paper case files into database.
- Prepares reports, form letters, notices, and other correspondence using templates and forms.
- Assists with preparing correspondence, logs, and documents, including typing, keyboarding, formatting, and generating documents from templates and notes.
- Performs other related duties as assigned.

**SALARY RANGE**

This position is classified at CL 22 (\$27,931 - \$45,393) depending upon the qualifications and experience of the successful candidate.

**QUALIFICATIONS**

**Minimum Qualifications:** To be eligible for appointment at the entrance level, a candidate must be a high school graduate.

**Candidates must also demonstrate:**

- A consistent past employment record;
- Experience in dealing with routine and complex assignments;
- Excellent typing and proofreading skills;
- A demonstrated ability to think through, analyze, and interpret written communications;
- Ability to prioritize tasks and work assignments;
- Superior oral and written communication skills;
- Strong interpersonal skills; and
- A professional demeanor and appearance appropriate for a law or professional office environment.

## HOW TO APPLY

To apply, submit the following:

1. Letter of interest;
2. [Application For Judicial Branch Federal Employment](#);
3. Chronological resume; and
4. A list of 3 professional references.

Send electronically to [hr2@ord.uscourts.gov](mailto:hr2@ord.uscourts.gov) in pdf form or mail to the address below. **Electronic submissions should be combined into one pdf document.** Application forms are available on the Court's website at [www.ord.uscourts.gov](http://www.ord.uscourts.gov) in fillable format. Please type or print all information and sign and date forms where indicated. **Incomplete packets will not be considered.** Verification of employment and education and reference checks will be made prior to any offer of employment.

The Court provides reasonable accommodation to applicants with disabilities. If you need reasonable accommodation for any part of the application or hiring process, please notify the Human Resources Division of the Clerk's Office at 503-326-8165. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

## [ABOUT U.S. DISTRICT COURT FOR THE DISTRICT OF OREGON](#)

## [EMPLOYEE BENEFITS](#)

## [CONDITIONS OF EMPLOYMENT](#)

*The United States District Court for the District of Oregon is an Equal Opportunity Employer*